

## SAP Business Warehouse/Business Intelligence Reporting

# BW/BI Financial InfoCube

Washington State HRMS Business  
Warehouse/Business Intelligence (BW/BI)

Self-Paced Learning Materials

General Topics - BW/BI Financial InfoCube End  
Users/Power Users

# BW/BI Financial InfoCube

The BW/BI Financial InfoCube section provides an overview of the BW/BI Financial InfoCube, including basic steps for running the BW/BI Financial reports and applying user-defined settings to the reports.

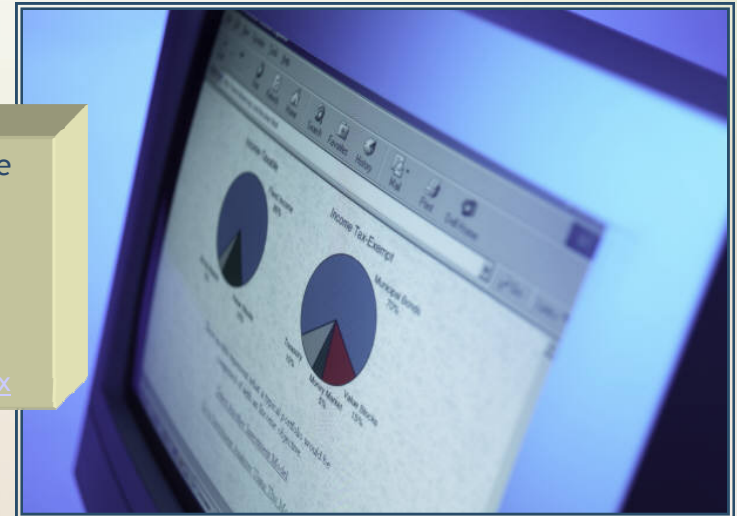
Topics covered in this section include:

- BW/BI Financial InfoCube Overview
- BW/BI Financial Reports Overview
- BW/BI Financial Report Variables
- Defining BW/BI Financial Report Variables
- User-Defined Settings for BW/BI Financial Reports
- Using the Goto Command

The BW/BI Financial InfoCube section is intended for BW/BI Financial InfoCube End Users and Power Users.

It is recommended BW/BI Financial End Users and Power Users read all BW/BI Self-Paced Learning Materials prior to reading the BW/BI Financial InfoCube section:

<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx>

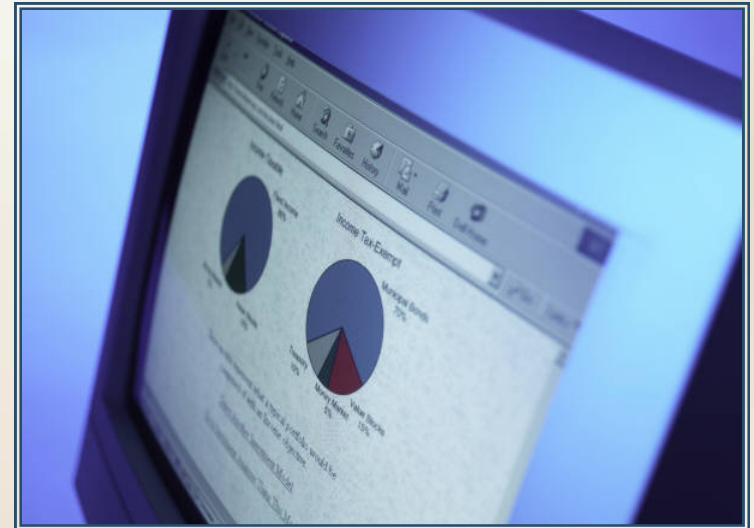


# BW/BI Financial InfoCube Overview

The BW/BI Financial InfoCube Overview section provides an overview of the BW/BI Financial InfoCube.

Topics covered in this section include:

- BW/BI Financial InfoCube Overview

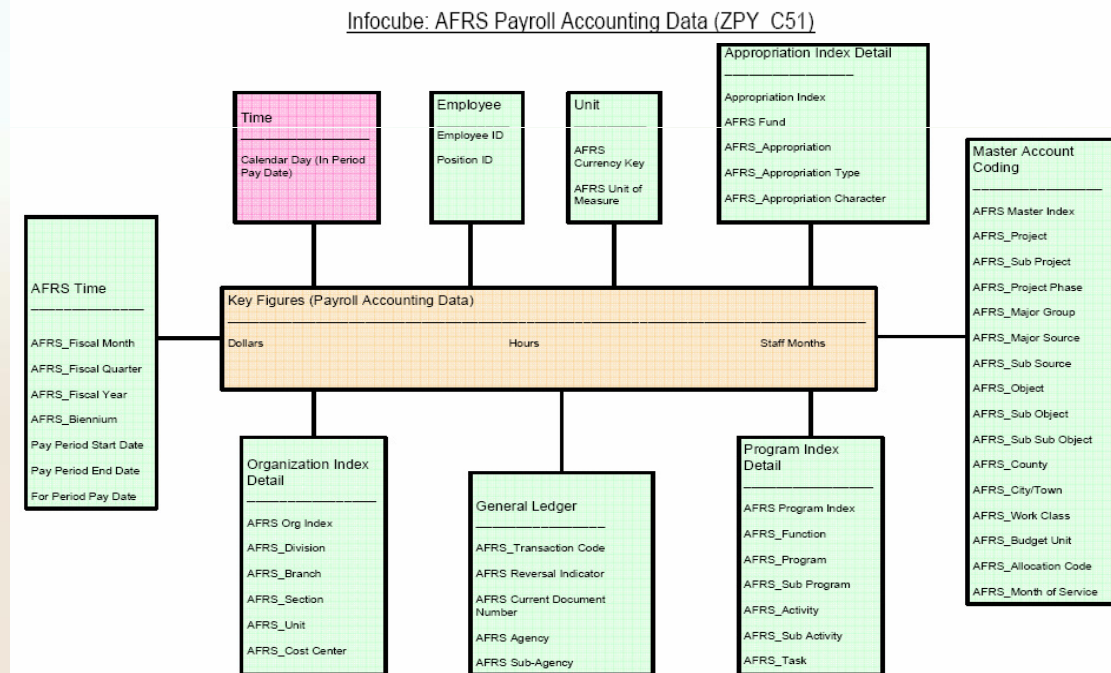


# BW/BI Financial InfoCube Overview

The BW/BI Financial InfoCube is populated with data received from HRMS and AFRS. The BW/BI Financial InfoCube includes:

- Employee and Position level Payroll/Financial data.
- Employee Cost Distribution by Master Index, Appropriation Index, Program Index, and Organization Index data.

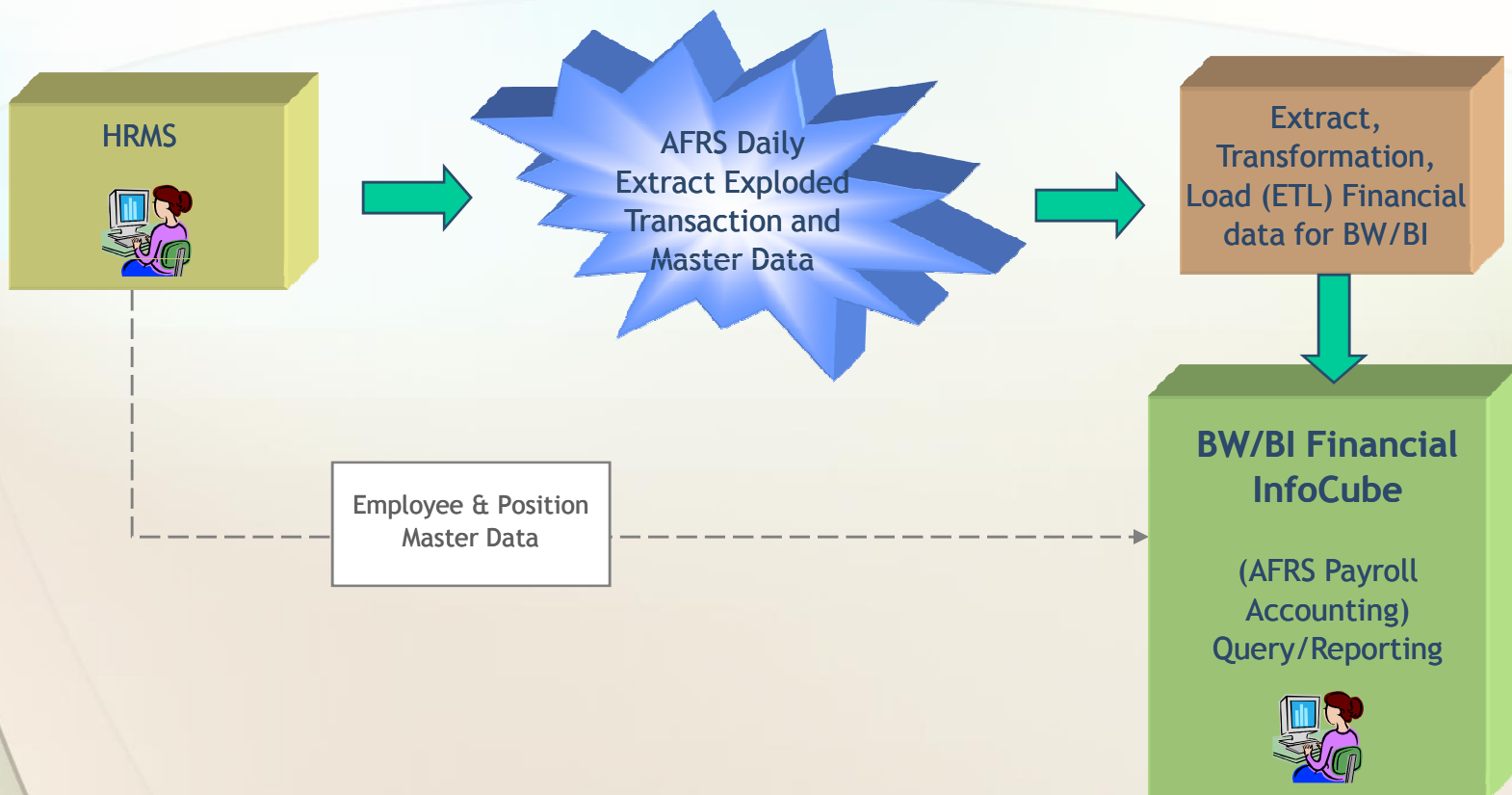
The diagram below displays the reporting elements included in the Financial InfoCube (AFRS Payroll Account - ZPY\_C51):



Continued...

## BW/BI Financial InfoCube Overview, Cont...

The following illustration shows the Extract, Transformation, and Load (ETL) process of data from HRMS to AFRS where the data is exploded. The exploded data is then transmitted to HRMS BW/BI into the Financial InfoCube.

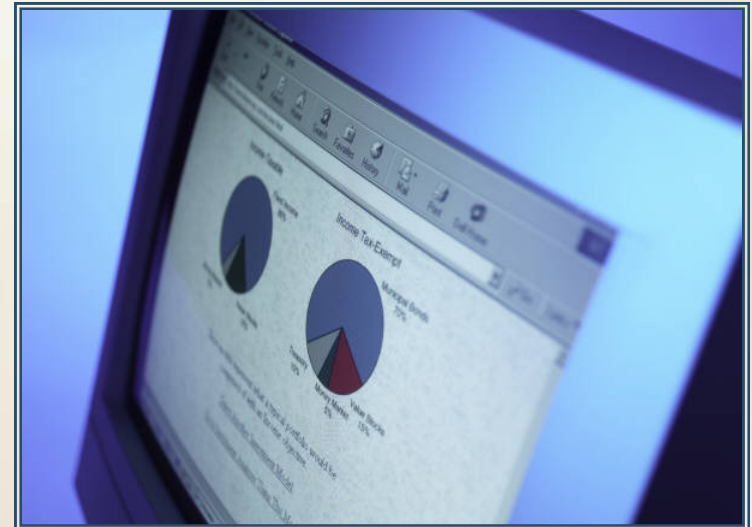


# BW/BI Financial Reports Overview

The BW/BI Financial Reports Overview section provides an overview of the BW/BI Financial Reports.

Topics covered in this section include:

- BW/BI Financial Reports Overview
- Accessing BW/BI Financial Reports from the HRMS Portal
- Selecting a BW/BI Financial Report
- Running a BW/BI Financial Report





# BW/BI Financial Reports Overview

BW/BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options.

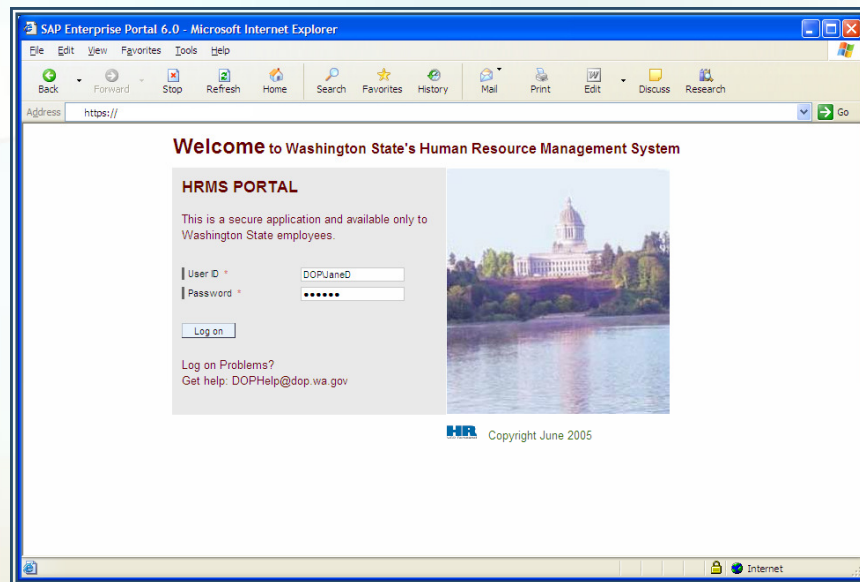
Users will have the ability to set User-Defined settings from the report results. User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

The three BW/BI Financial Reports included with the BW/BI Financial InfoCube are:

Report Name	Report Description	Category
<b>Distribution of Payroll and Related Costs</b>	Displays employer costs by employee and by AFRS account distribution to the 'sub sub object' level as entered on the position or employee record.	Financials
<b>Position Cost</b>	Displays employer costs, FTE's, overtime hours, overtime amounts, and shift differential amounts for each position and class title within the agency.	Financials
<b>Who Charged</b>	Displays employee data including what the employee was paid, basic employee data, 'sub sub object', cost assignment information, etc.	Financials

# Accessing BW/BI Financial Reports from the HRMS Portal

BW/BI Financial reports are accessed from the HRMS Portal. Instructions for logging on to the HRMS Portal are included in the BW/BI Self-Paced Learning Materials - Logging on to HRMS Portal section.



For information on logging on to the HRMS Portal, reference the BW/BI Self-Paced Learning Materials from the Customer Support Website:

<http://www.dop.wa.gov/payroll/HRMS/HRMSSupport/Pages/BusinessIntelligence.aspx>

Continued...



# Accessing BW/BI Financial Reports from the HRMS Portal

The diagram below provides a sample of the screen displayed once the user has logged on to the HRMS Portal:

Click on "BI Reports" to view categories

By default, the Organization Management category is selected and the Position-Personnel Master Listing is displayed

Click on the Financials category to view the list of BW/BI Financial reports

Once the Financials category is selected, the Detailed Navigation pane will display the list of BW/BI Financial reports to choose from. The Distribution of Payroll and Related Costs report is displayed by default

**BI Reports**

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | **Financials** | HRM Performance Measurement

**Distribution of Payroll and Related Costs**

Detailed Navigation

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

Variable Entry

Available Variants:  Save Save As... Delete

**General Variables**

Variable	Current Selection	Description
Appropriation		
Budget Unit		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		

AFRS Agency

# Selecting a BW/BI Financial Report

The example below uses the Distribution of Payroll and Related Costs report to show how to select a report from the HRMS Portal.

To select the Distribution of Payroll and Related Costs report:

1. Click the Financials category link.
2. Click the report name link from the Detailed Navigation pane.

Result: A variables selection box will appear to allow the user to enter variables (selection criteria) for the report:

The screenshot shows the HRMS Portal interface. At the top, the 'Financials' category is highlighted in the navigation bar. In the 'Detailed Navigation' pane on the left, the 'Distribution of Payroll and Related Costs' report is selected. The 'Variable Entry' dialog box is open, showing a table of variables for selection.


Variable	Current Selection	Description
* Number of Pay Periods	1	
Appropriation		
Project		
Agency	AFRS Agency	

Below the main screenshot, a smaller inset shows the 'Detailed Navigation' pane with a scroll bar and a button to show/hide the pane.

# Running a BW/BI Financial Report

The example below uses the Distribution of Payroll & Related Report to show how to run a BW/BI Financial report.

To run a BW/BI Financial Report:

1. Enter variables.  
 Variables with an asterisk are required fields.

Note: To ensure variables are valid, click the Check button prior to running the report.

2. Click the OK button to run the report.

**Variable Entry**

Available Variables:  Save Save As... Delete Show Variable Personalization

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110	Dept of Personnel
Payroll Area - Selection (Optional)		
Project		
Agency	AFRS Agency	
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)	200810	200810
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	06/03/2008	06/03/2008

OK Check

**BI Reports**

Organization Management | Personnel Administration | Layoff Data | Time Management | Payroll | Financials | HRM Performance Measurement | Griev

**Distribution of Payroll and Related Costs**

Detailed Navigation

- Distribution of Payroll and Related Costs
- Monthly Position Cost Report
- Who Charged Report - Summary

Portal Favorites

**Distribution of Payroll and Related Costs**

Display As: Table Information Send Print Version Export to Excel Comments

Columns

- Key Figures

Rows

- Biennium
- Agency
- Sub-Agency
- Organizational Unit

Biennium	Agency	Sub-Agency	Organizational Unit
2009	300	0	30004073 EXEC MSA ADMIN SERVICES DIV

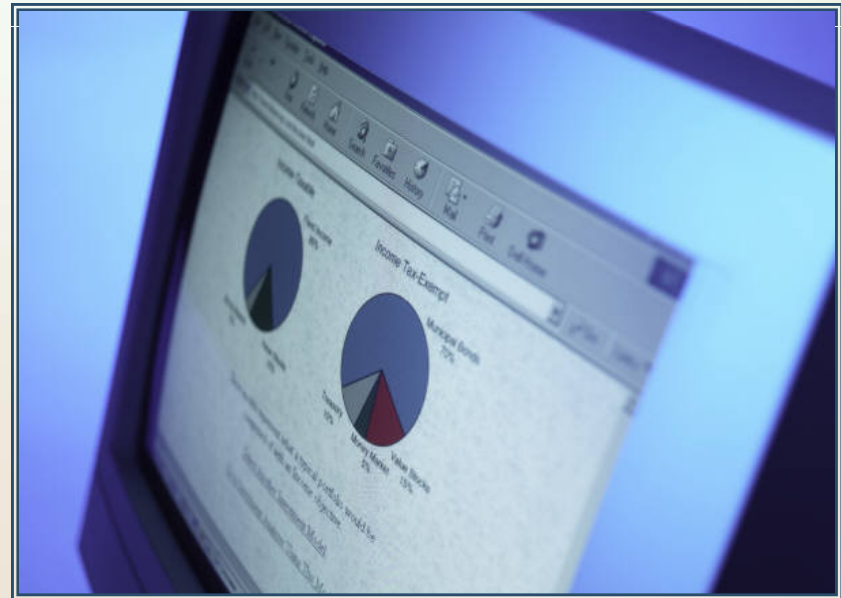
Result: Report results with selected variables.

# BW/BI Financial Report Variables


The BW/BI Financial Report Variables section provides an overview of report Variables. Variables are report selection criteria that allow the user to narrow report results to specific values (for example, display results for a specific Agency only).

Topics covered in this section include:

- BW/BI Financial Report Variables
- Selecting Multiple Variables
- Deleting Variables
- Personalizing Variables
- Deleting Personalized Variables



# BW/BI Financial Report Variables

Variables are report selection criteria that allow the user to narrow report results to specific values. The user may enter variables manually or click on the matchcode button  to select a variable from a list.

Variables identified with an asterisk are required fields.

The user may manually enter the variable, or click the matchcode button to bring up a list to choose from

**Variable Entry**

Available Variants:  Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

**Select values for Personnel Area (ZS\_PAOP 0033)**

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

#

Airway Heights Corr Ctr

Americorp Star Vista

Archaeology and Historic Pres

Attorney General

BD of Industrial Appeals

Bingen Wex

Add Remove

Enter a value for Personnel Area:

Matchcode popup list

Use the “Search” feature to find a specific variable. Enter the variable value and click the “Search” button. Use an asterisk (\*) for wildcard searches.

**Select values for Personnel Area (ZS\_PAOP 0033)**

Show tool: Single values Show view: Search

Search

Personnel Area: Text  Search

Maximum 1000


OR

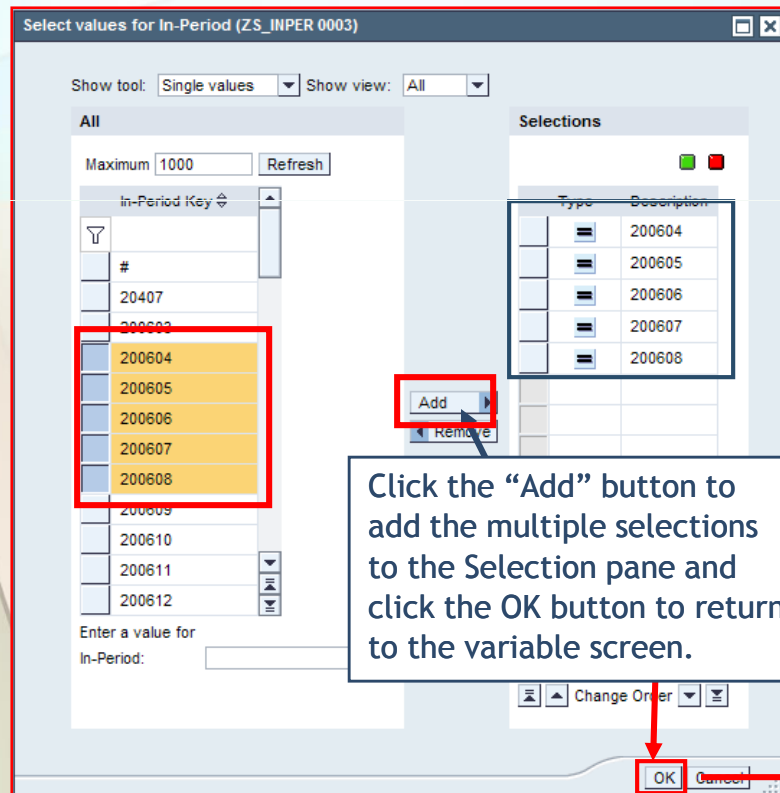
Click the desired variable from the list

# Selecting Multiple Variables

The example below uses the Distribution of Payroll and Related Costs report to show how to insert multiple variables of the same type for a report.

To select multiple variables:

1. Click the matchcode  button
2. At the selection screen, select the multiple values, click the “Add” button, and then click OK>.



Select values for In-Period (ZS\_INPER 0003)

Show tool:  Show view:

All

Maximum: 1000 Refresh

In-Period Key

#

20407

200603

200604

200605

200606

200607

200608

200609

200610

200611

200612

Enter a value for In-Period:

Selections

Type Description

200604

200605

200606

200607

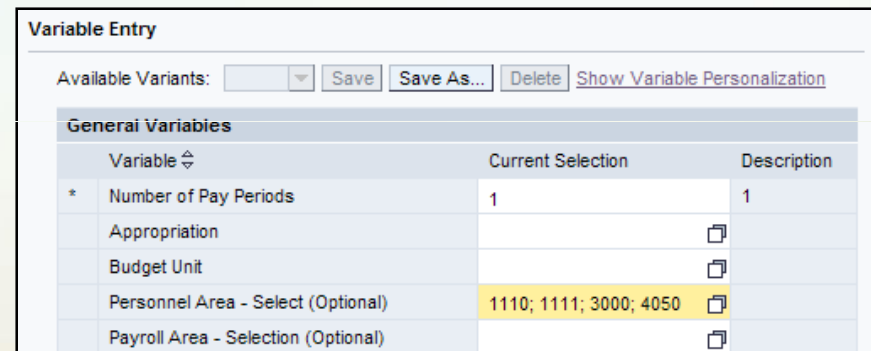
200608

Add

Remove

Change Order





OK Cancel



Variable Entry

Available Variables:    [Show Variable Personalization](#)

General Variables

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050	
Payroll Area - Selection (Optional)		

Result: Multiple variables have been added.



# Deleting Variables

The example below uses the Distribution of Payroll and Related Costs report to show two ways to delete a variable that was entered in error or to replace the current variable.

To delete a variable:

1. Highlight the text of the Variable and press “Delete” on the keyboard.

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110; 1111; 3000; 4050	
Payroll Area - Selection (Optional)		
Project		

Highlight Variable values and press the Delete key on the keyboard

OR

Select values for In-Period (ZS\_INPER 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

All

Click the matchcode and in the “Select value” box, select the variables, click “Remove” and “OK”

Type	Description
200604	
200605	
200606	
200607	
200608	

Add Remove

OK Cancel

Result: Variables have been deleted

Variable Entry

Available Variables: Save Save As... Delete Show Variable Personaliz

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		

# Personalizing Variables

Users have the ability to personalize variables from the HRMS Portal. Personalizing variables allows the user to save the variable setting they have entered.



Personalizing a variable for one report will personalize the same variable for all other reports if that variable is used. For example, in the illustration below the user is personalizing the Distribution of Payroll and Related Costs Personnel Area variables for the report. Once the Personnel Area variables have been personalized, the same values will be used for Personnel Area when the **Position Cost** or **Who Charged** reports. Once a variable is personalized, it is no longer displayed on the variables screen. See **Removing Personalized Variables** for information on removing the personalization of a variable.

**Variable Entry**

Available Variables:  Save Save As... Delete [Show Variable Personalization](#)

General Variables	
Variable	Current Value
* Number of Pay Periods	1
Appropriation	
Budget Unit	
Personnel Area - Select (Optional)	
Payroll Area - Selection (Optional)	
Project	
Agency	
Sub-Agency	
In Period (yyyypp)	
For Period (yyyypp)	
Position (Optional)	
* HR as of date (mm/dd/yyyy) [Key Date]	

OK Check

Click here to access the personalize variable options.

Continued...

# Personalizing Variables, cont...






The example below uses the Distribution of Payroll and Related Costs Report to show how to Personalize the Agency Variable.

To Personalize the Personnel Area Variable:

1. Enter the Personnel Area Variable(s).
2. Click the “Select” button for the variable.
3. Select the “Add selected variables to personalized variables list”.

Available Variables:  Save Save As... Delete [Hide Variable Personalization](#)

General Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>	* Number of Pay Periods	1	1
<input type="checkbox"/>	Appropriation		
<input type="checkbox"/>	Budget Unit		
<input type="checkbox"/>	Personnel Area - Select (Optional)	1110; 1111	
<input type="checkbox"/>	Payroll Area - Selection (Optional)		
<input type="checkbox"/>	In Period (yyyypp)		
<input type="checkbox"/>	For Period (yyyypp)		
<input type="checkbox"/>	Position (Optional)		
<input type="checkbox"/>	* HR as of date (mm/dd/yyyy) [Key Date]		

Personalized Variables			
	Variable ⇅	Current Selection	Description
<input type="checkbox"/>			

☐ Show Personalized Variables

OK Check

# Personalizing Variables, cont...

Result: The Personnel Area personalization has been added to the “Personalized Variables” section.

Once the Personnel Area variable is personalized, it will no longer be displayed as a variable option from the Variables input screen.

You will see an “information” note telling you that there are personalized variables.

Click “Show Variable Personalization” to view any variables that are personalized.

Available Variables:
Save
Save As...
Delete
[Hide Variable Personalization](#)

General Variables			
Variable	Current Selection	Description	
* Number of Pay Periods	1	1	
Appropriation			
Budget Unit			
Payroll Area - Selection (Optional)			
In Period (yyyypp)			
For Period (yyyypp)			
Position (Optional)			
* HR as of date (mm/dd/yyyy) [Key Date]			

▼
▼
▲
▲

Personalized Variables			
Variable	Current Selection	Description	
Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div	

☐ Show Personalized Variables

OK
Check

Variable Entry

*!* One or more variables are personalized; click Show Variable Personalization link to display them

Available Variables:
Save
Save As...
Delete
[Show Variable Personalization](#)

General Variables			
Variable	Current Selection	Description	
* Number of Pay Periods	1	1	
Appropriation			
Budget Unit			
Payroll Area - Selection (Optional)			
In Period (yyyypp)			
For Period (yyyypp)			
Position (Optional)			
* HR as of date (mm/dd/yyyy) [Key Date]			

OK
Check

# Deleting Personalized Variables

The example below uses the Distribution of Payroll and Related Costs Report to show how to remove the Personalized Variable for Agency from the Position Cost Report Variable screen.

To remove the Personalized Variable for Agency:

1. Click the Show Variable Personalization button to display personalized variables.
2. Select the personalized variable you want to remove.
3. Click on the "Remove selected variables from personalized variables list".

**Variable Entry**

**One or more variables are personalized; click Show Variable Personalization link to display them**

Available Variants:  Save Save As... Delete [Show Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		

Personalized Variables		
Variable	Current Selection	Description
<input type="checkbox"/> Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div

☐ Show Personalized Variables

OK Check

Available Variants:  Save Save As... Delete [Hide Variable Personalization](#)

General Variables		
Variable	Current Selection	Description
* Number of Pay Periods	1	1
<input type="checkbox"/> Personnel Area - Select (Optional)	1110; 1111	Dept of Personnel; Information Services Div
<input type="checkbox"/> Payroll Area - Selection (Optional)		
<input type="checkbox"/> In Period (yyyypp)		

Personalized Variables		
Variable	Current Selection	Description
<input type="checkbox"/>		

☐ Show Personalized Variables

OK Check

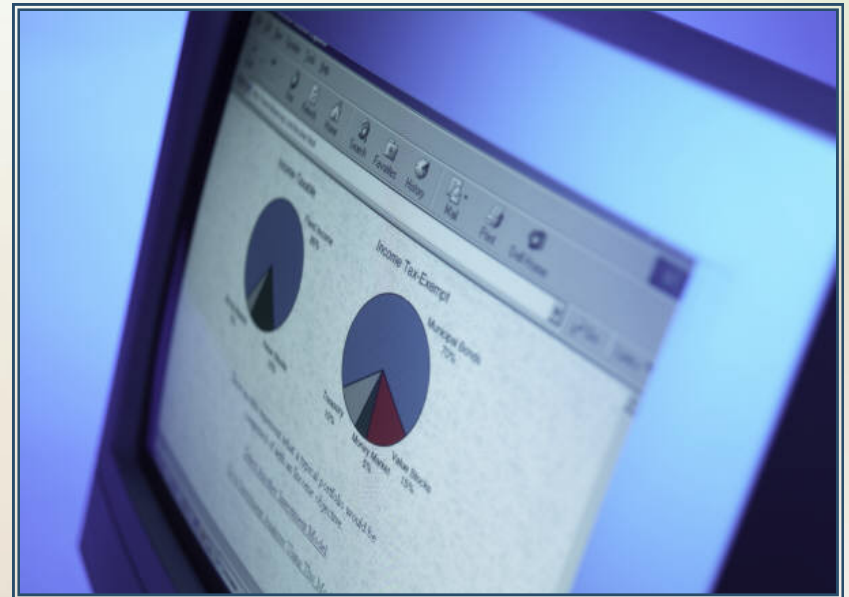
Result: The Personnel Area variable will appear.

# Defining BW/BI Financial Report Variables

The Defining BW/BI Financial Report Variables section provides the basic steps for entering variables for BW/BI Financial reports. BW/BI Financial reports require variable entry (selection criteria) prior to running the reports.

Topics covered in this section include:

- Using the “HR as of date” Variable
- Defining Variables: Distribution of Payroll and Related Costs Report
- Defining Variables: Position Cost Report
- Defining Variables: Who Charged Report





# Using the “HR as of date” Variable

The “HR as of date” variable determines the “as of” date for certain employee attribute fields on the Financial reports. The table below contains a list of employee attribute fields that are determined by the “HR as of Date” and references the report(s) the fields are in:

Employee Attribute Field	Distribution of Payroll and Related Costs	Position Cost	Who Charged
Capacity Utilization Level			X
Contract Type	X		X
Employee Group			X
Employee Status		X	
Employee Sub Group			X
Job		X	
Multi-fill		X	
Organizational Unit	X	X	X
Payroll Area	X		X
Personnel Area	X		X
Position	X	X	X
Salary Unit Amount			X
Seniority Date			X




Other fields on the Financial reports are determined by the “In Period” or “For Period” variables, if entered by the user. If an In Period or For Period variable is not entered, other fields will include all pay periods.

# Defining Variables: Distribution of Payroll and Related Costs Report

## Distribution of Payroll and Related Costs Report

To define the Distribution of Payroll and Related Cost report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.  
**\*Fields with an asterisk are required.**

**i** In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Result: The Distribution of Payroll and Related Cost report results are displayed.

**Distribution of Payroll and Related Costs**

Variable Entry

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (ZS\_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

☐ Court of Appeals  
☒ Coyote Ridge Corr Center  
☒ Criminal Justice Trng Comm  
☒ DOC - Headquarters  
☒ DSHS Headquarters  
☒ DSHS Region 1  
☐ DSHS Region 1 DDD Field  
☐ DSHS Region 1 Solo  
☐ DSHS Region 2  
☐ DSHS Region 2 DDD Field  
☐ DSHS Region 2 Solo  
☐ DSHS Region 3

Add Remove

Enter a value for Personnel Area:


OK Cancel


Sample Matchcode list for Personnel Area

**i** Number of Pay Periods: Required to calculate FTEs in the report results  
 In Period: Represents the month/year the employee was paid in  
 For Period: Represents the month/year the employee was paid for

## Position Cost Report

To define the Position Cost report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.  
**\*Fields with an asterisk are required.**

 In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Result: The Position Cost report results are displayed.

**Variable Entry**

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (ZS\_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

Court of Appeals

Coyote Ridge Corr Center

Criminal Justice Trng Comm

DOC - Headquarters

DSHS Headquarters

DSHS Region 1

DSHS Region 1 DOD Field

DSHS Region 1 Solo

DSHS Region 2

DSHS Region 2 DOD Field

DSHS Region 2 Solo


DSHS Region 3

Add Remove

Enter a value for Personnel Area:


OK Cancel

Sample Matchcode list for Personnel Area

 Number of Pay Periods: Required to calculate FTEs in the report results  
In Period: Represents the month/year the employee was paid in  
For Period: Represents the month/year the employee was paid for

## Who Charged Report

To define the Who charged report variables:

1. Enter a value for selected report variables or use the matchcode  button to access the matchcode list to select the variables.  
**\*Fields with an asterisk are required.**

**i** In this example, Number of Pay Periods and HR as of date are required fields

2. Click the OK button.

Result: The Who Charged report results are displayed.

**Variable Entry**

Available Variables:  Save Save As... Delete Show Variable Personalization

Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)		
Payroll Area - Selection (Optional)		
Project		
Agency		
Sub-Agency		
Organizational Unit - Selection (Optional)		
PROGRAM INDEX		
Org Index		
Allocation Code		
In Period (yyyypp)		
For Period (yyyypp)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]		

OK Check

Select values for Personnel Area (ZS\_PAOP 0003)

Show tool: Single values Show view: All

Maximum 1000 Refresh

Personnel Area Text

Court of Appeals

Coyote Ridge Corr Center

Criminal Justice Trng Comm

DOC - Headquarters

DSHS Headquarters

DSHS Region 1

DSHS Region 1 DOD Field

DSHS Region 1 Solo

DSHS Region 2

DSHS Region 2 DOD Field

DSHS Region 2 Solo

DSHS Region 3

Add Remove

Enter a value for Personnel Area:

OK Cancel

Sample Matchcode list for Personnel Area

**i** Number of Pay Periods: Required to calculate FTEs in the report results  
In Period: Represents the month/year the employee was paid in  
For Period: Represents the month/year the employee was paid for

# User-Defined Settings for BW/BI Financial Reports

The User-Defined Settings for BW/BI Financial Reports section provides an overview of options available to users once they have run a BW/BI Financial report from the HRMS Portal.

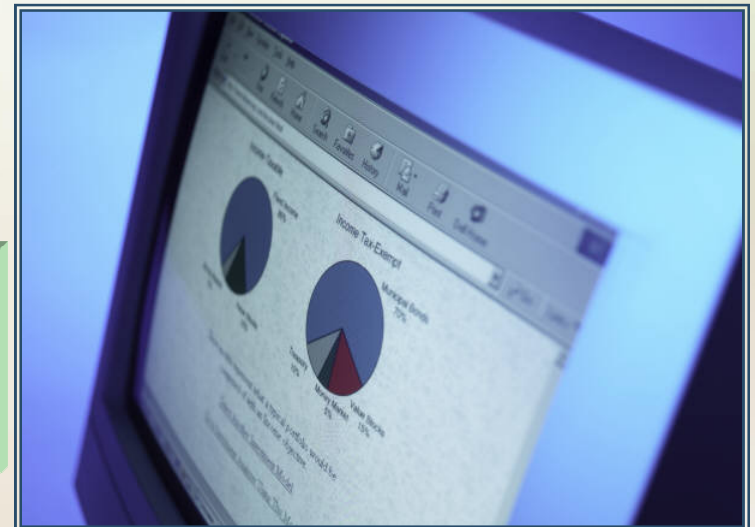
User-Defined Settings allow the user to add or remove Rows or Columns, set Filters, and Sort. These User-Defined Settings can then be saved as a Bookmark in the user's Favorites folder from their web browser. When the Bookmark is run from the Web Browser, the report results will be displayed with all user-defined settings.

Topics covered in this section include:

- Remove Drilldown
- Drilldown in the Rows/Columns
- Free Characteristics
- Keep Filter Value
- Select Filter Value
- Sorting
- Bookmark (saving User-Defined settings)



BW/BI Financial reports are large and contain many rows and columns. These reports were designed to provide users with flexible reporting options. Users have the ability to add/remove rows or columns, filter report results, sort report results and save their user-defined settings as Bookmarks for future use.



# Remove Drilldown

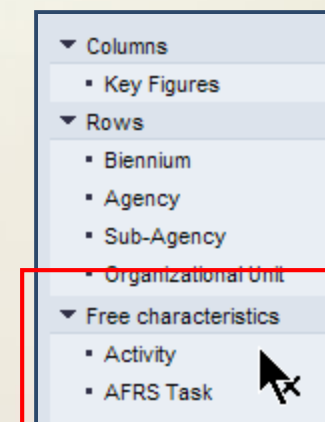
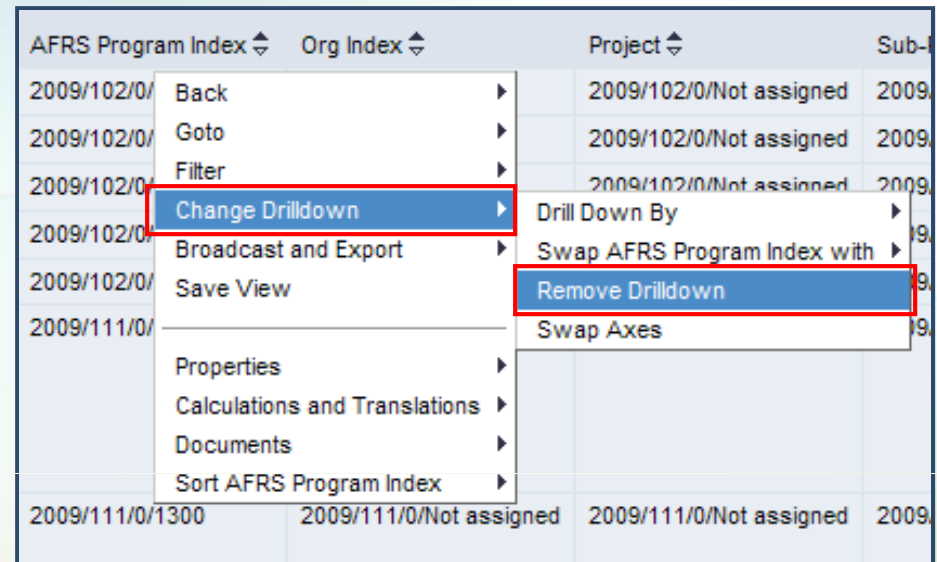
BW/BI Financial reports were designed to provide the user with flexible reporting options. Initial report results are large and contain many rows and columns (Characteristics and Key Figures). By using the Remove Drilldown option, users have the ability to remove Characteristics from the rows or columns of the report results.

The example uses the Distribution of Payroll and Related Costs report to show how to remove the AFRS Task Characteristic from the report results.

To remove the AFRS Program Index from the Report Results:

1. Right click on the AFRS Program Index characteristic.
2. Select “Change Drilldown → Remove Drilldown”.

You can also Drag&Drop the characteristic from the report results to the Free Characteristics section to remove it from the report results.



Continued...



# Remove Drilldown, Cont...

Result: The AFRS Program Index Characteristic has been removed from the report results.

Master Index ⇅	Appropriation Index ⇅	Org Index ⇅	Project ⇅
2009/102/0/Not assigned	2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/Not assigned	2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

AFRS Program Index ⇅	Org Index ⇅	Project ⇅
2009/102/0/51000	2009/102/0/5400	2009/102/0/Not assigned
2009/102/0/52000	2009/102/0/5400	2009/102/0/Not assigned

Report Results Before AFRS Program Index drilldown is removed

Appropriation Index ⇅	Org Index ⇅	Project ⇅
2009/102/0/970	2009/102/0/5400	2009/102/0/Not assigned
2009/111/0/501	2009/111/0/Not assigned	2009/111/0/Not assigned

Report Results After AFRS Task Drilldown is removed



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

# Drilldown in the Rows/Columns

BW/BI Financial reports were designed to provide the user with flexible reporting options. The Drilldown option of the report results allow the user to add Characteristics to the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Drilldown in the Rows.

To drilldown in the Rows of the report results:

1. From the report results, click a characteristic in the Navigation block.
2. From the Context Menu, select “Change Drilldown” → “Drilldown By” → “Vertical”

The screenshot displays the 'Distribution of Payroll and Related Costs' report. A red box highlights the 'Navigation Block' on the left, which contains a list of characteristics under 'Columns' and 'Rows'. The 'Rows' list includes: Biennium, Agency, Sub-Agency, Organizational Unit, Fund, Master Index, Appropriation Index, AFRS Program Index, Org Index, Project, Sub-Project, Project Phase, Allocation Code, Current Document Num, Pay Period End Date, In-Period, For-Period, Employee, and Position. Below these are 'Free characteristics' including Activity, AFRS Task, Appropriation, Appropriation Charac, Appropriation Type, Branch, Budget Unit, Business area, City/Town, and Contract Type. A context menu is open over the report data, showing options like 'Back', 'Goto', 'Filter', 'Change Drilldown', 'Broadcast and Export', 'Save View', 'Properties', 'Calculations and Translations', 'Documents', and 'Sort AFRS Task'. The 'Change Drilldown' option is selected, leading to a sub-menu with 'Drill Down By' (Horizontal, Vertical), 'Swap AFRS Task with', 'Remove Drilldown', and 'Swap Axes'.

Continued...

# Drilldown in the Rows/Columns, Cont...

Result: The AFRS Task Characteristic is added to the rows of the report results.

Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
				2009/102/0/52000
				2009/102/0/53000
				2009/102/0/55000
				2009/102/0/58000
AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
				2009/111/0/1300
				2009/111/0/1400

Report Results Before Drilldown in Rows for AFRS Task

Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Task ↕	AFRS Program Index ↕
2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/10/102/0/500/10/Not assigned/	2009/102/0/51000
			2009/10/102/0/500/20/Not assigned/	2009/102/0/52000
			2009/10/102/0/500/30/Not assigned/	2009/102/0/53000
			2009/10/102/0/500/50/Not assigned/	2009/102/0/55000
			2009/10/102/0/500/80/Not assigned/	2009/102/0/58000
			<b>Result</b>	
2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/10/111/0/10/10/Not assigned/	2009/111/0/1100

Report Results After Drilldown in Rows for AFRS Task

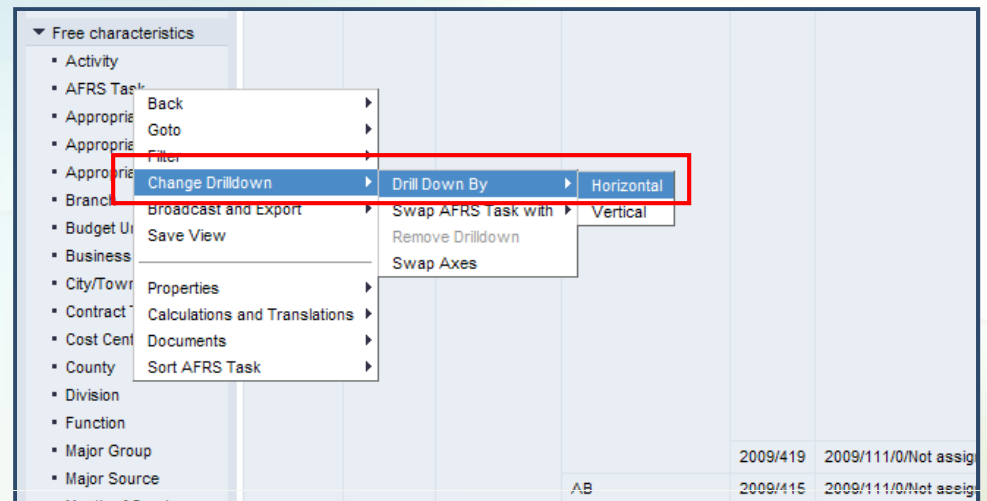
Continued...

# Drilldown in the Rows/Columns, Cont...

The example below uses the Distribution of Payroll and Related Costs report to show how to use Drilldown in the Columns.

To drilldown in the Columns of the report results:

1. From the report results, click the Navigation block icon of the report results to expand the field options.
2. Click the “Change Drilldown” → “Drill Down By” → “Horizontal” for AFRS Task to add the Characteristic to the Columns of the report results.



Result: The AFRS Task Characteristic has been added to the columns of the report results.

Position			\$	\$
70004337	0447	0.210	540.33	
70004337	0447	0.120	337.70	
70004337	0447	0.100	270.16	
70004337	0447	0.020	67.54	

Report Results Before Drilldown in Columns for AFRS Task

AFRS Task	2009/10/102/0/500/10/Not assigned/	2009/10/102/0/500/20/Not assigned/
Position		
70004337 0447		0.210

Report Results After Drilldown in Columns for AFRS Task

**i** If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.

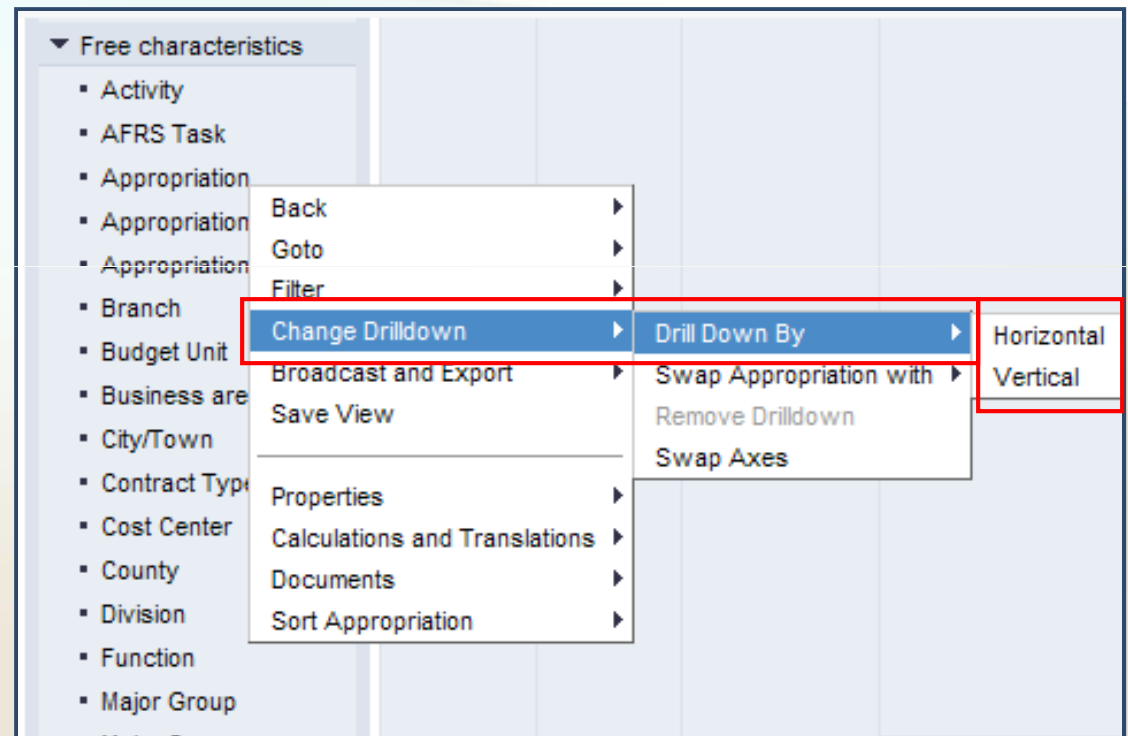
# Free Characteristics

BW/BI Financial reports were designed to provide the user with flexible reporting options. Free Characteristics are optional Characteristics that are not displayed in the report results when it is initially run. Users have the option of adding Free Characteristics to the report results at run time.

The example below uses the Distribution of Payroll and Related Costs report to show how to add Free Characteristics to the report results.

To add a Free Characteristic to report results:

1. From the report results, right click the characteristic in the Free Characteristics that you want to add to the results.
2. Select “Change Drilldown” → “Drill Down By” → “Vertical” to add the characteristics to the Rows
3. Select “Change Drilldown” → “Drill Down By” → “Horizontal” to add the characteristic to the Columns.



Continued...

# Drilldown in the Rows/Columns, Cont...

Result: The AFRS Task Characteristic is added to the rows of the report results.

Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
				2009/102/0/52000
				2009/102/0/53000
				2009/102/0/55000
				2009/102/0/58000
AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
				2009/111/0/1300
				2009/111/0/1400

Report Results Before Drilldown in Rows for AFRS Task

Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Task ↕	AFRS Program Index ↕
2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/10/102/0/500/10/Not assigned/	2009/102/0/51000
			2009/10/102/0/500/20/Not assigned/	2009/102/0/52000
			2009/10/102/0/500/30/Not assigned/	2009/102/0/53000
			2009/10/102/0/500/50/Not assigned/	2009/102/0/55000
			2009/10/102/0/500/80/Not assigned/	2009/102/0/58000
			<b>Result</b>	
2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/10/111/0/10/10/Not assigned/	2009/111/0/1100

Report Results After Drilldown in Rows for AFRS Task

Continued...



# Keep Filter Value

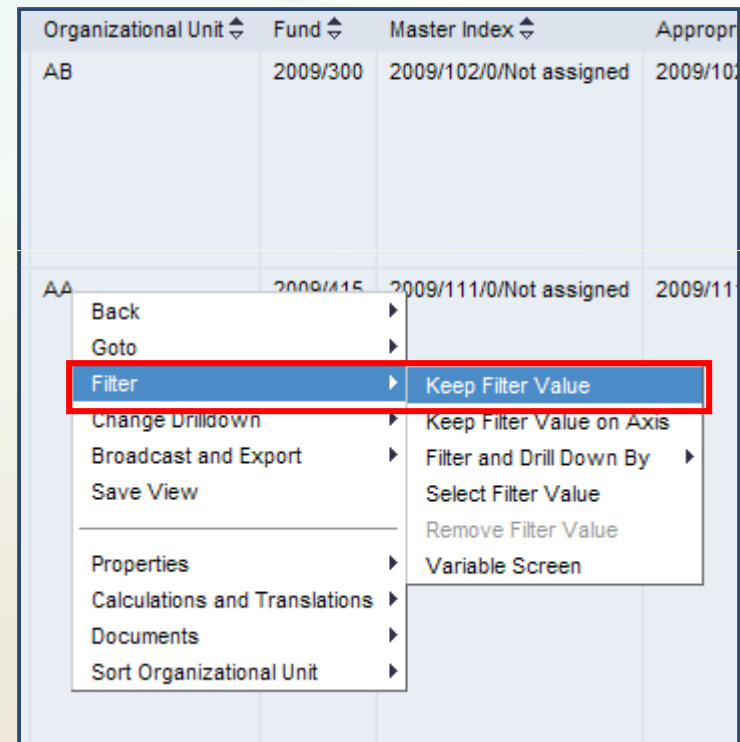
BW/BI Financial reports were designed to provide the user with flexible reporting options. The Keep Filter Value context menu item allows the user to view report results for a specific value. For example, the user may want to view report results for a specific Organizational Unit only.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Keep Filter Value option to filter report results to include only those records where the Organizational Unit is "AA".

To use Keep Filter Value:

1. From the report results, click the "AA" value in the Organizational Unit column to open the Context Menu.

2. Select Keep Filter Value.



Continued...

# Keep Filter Value, Cont...

To remove the "Filter Value":

A screenshot of the HR system menu. The 'Filter' option is highlighted in blue. A red box highlights the 'Filter' option and the 'Remove Filter Value' option in the sub-menu. A text box overlay says: 'Right click Organizational Unit and select "Filter" → "Remove Filter Value".'

Report shows values for all Organizational Unit, but the Organizational Unit column is not in the report results.

Biennium	Agency	Sub-Agency	Fund	Master Index
2009	2009/102	2009/102/0	2009/300	2009/102/0/Not assigned
	2009/111	2009/111/0	2009/415	2009/111/0/Not assigned

➤ To return the Organizational Unit column to the report results, Drag&Drop the Organizational Unit characteristic from the Free Characteristic section to the location you want it to show in your report.

A screenshot of the HR system menu. The 'Organizational Unit' option is highlighted in yellow. A dashed box highlights the 'Organizational Unit' option and the 'Add Filter Value' option in the sub-menu. A text box overlay says: 'To add a Filter Value, Right click Organizational Unit and select "Filter" → "Add Filter Value".'

Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master Index	Appropriation Index	AFRS Program Index
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000 2009/102/0/52000 2009/102/0/53000 2009/102/0/55000 2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100  2009/111/0/1300

# Select Filter Value

BW/BI Financial reports were designed to provide the user with flexible reporting options. The Select Filter Value context menu item allows the user to select a filter value from a list of filter options.

The example below uses the Distribution of Payroll and Related Costs report to show how to use Select Filter Value to filter on a specific Organizational Unit

To use Select Filter Value:

1. From the report results, click the Organizational Unit column header.
2. Click Select Filter Value from the Context Menu.
3. From the Select Value screen, check AB.
4. Click Add and OK.

Result: Report results for Organizational Unit AB only are displayed.

The screenshot shows a report table with columns: Biennium, Agency, Sub-Agency, Organizational Unit, Fund, Master Index, Appropriation Index, and AFRS Program Index. The 'Organizational Unit' column header is highlighted. A context menu is open over this column, with 'Filter' selected. The 'Filter' sub-menu is also open, showing 'Select Filter Value' as the chosen option. Below this, the 'Select values for Organizational Unit (0EMPLOYEE\_\_0ORGUNIT)' dialog box is displayed. It has a 'Show tool' dropdown set to 'Single values' and a 'Show view' dropdown set to 'All'. The 'All' list on the left contains organizational units AA, AB, AF, AK, AL, and AM. 'AB' is selected. The 'Selections' list on the right is empty. The 'Add' button is highlighted. At the bottom of the dialog, the 'OK' button is highlighted.

Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master Index	Appropriation Index	AFRS Program Index
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
							2009/111/0/2100
	2009/111	2009/111/0	AB	2009/415	2009/111/0/Not assigned	2009/111/0/501	

Continued...

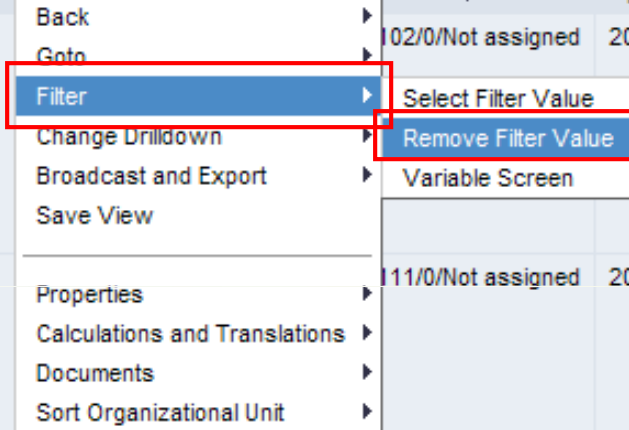
## Select Filter Value, Cont...

The Select Filter Value option can also be set through the Navigation Block. The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value from the Navigation Block.

To set or remove a filter from the report results:

1. From the report results, click the characteristic that you want to remove the filter from.
2. Select “Filter” → “Remove Filter Value”.

Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕
2009/102/0	AB		102/0/Not assigned	2009/102/0/970
2009/111/0	AB		111/0/Not assigned	2009/111/0/501



Continued...

# Select Filter Value, Cont...

Biennium ↕	Agency ↕	Sub-Agency ↕	Organizational Unit ↕	Fund ↕	Master Index ↕	Appropriation Index ↕	AFRS Program Index ↕
2009	2009/102	2009/102/0	AB	2009/300	2009/102/0/Not assigned	2009/102/0/970	2009/102/0/51000
							2009/102/0/52000
							2009/102/0/53000
							2009/102/0/55000
							2009/102/0/58000
	2009/111	2009/111/0	AA	2009/415	2009/111/0/Not assigned	2009/111/0/501	2009/111/0/1100
							2009/111/0/1300

Result: Report results for all Organizational Units are displayed.

Continued...

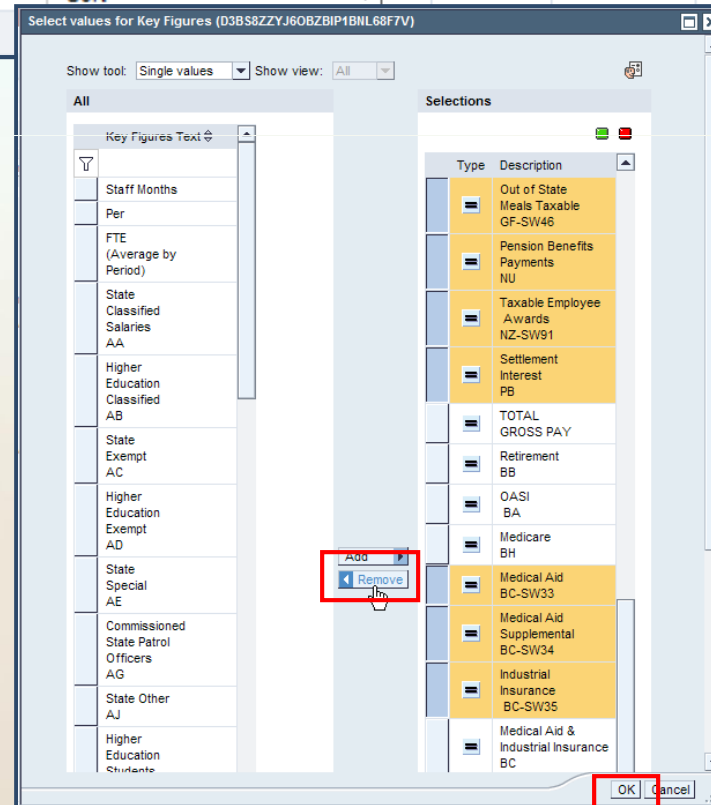
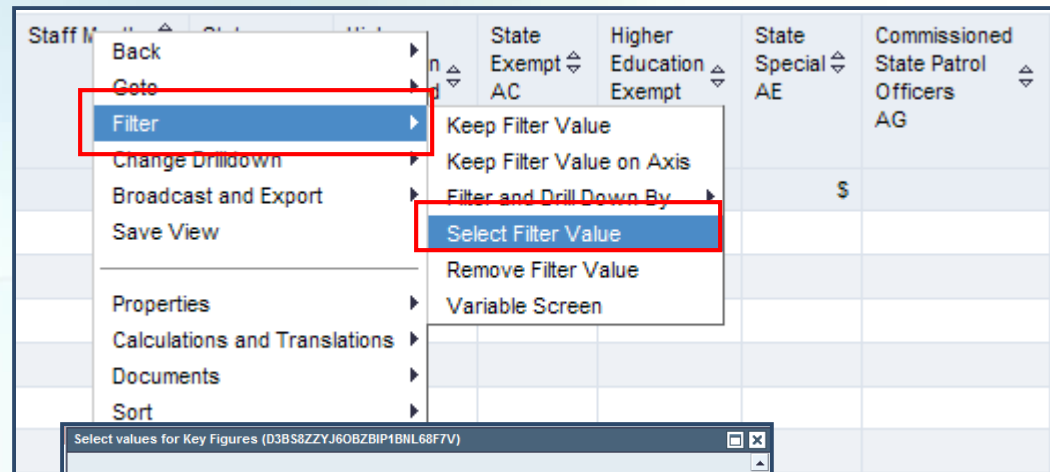
# Select Filter Value, Cont...

The Select Filter Value option can also be used to add or remove Key Figures from the report results.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Select Filter Value option to remove selected Key Figures from the report results.

To remove a Key Figure:

1. From the report results, click on any Key Figure heading
2. Click the “Filter” → “Select Filter Value”
3. Select the Key Figures that you DO NOT what displayed in your results and click Remove and OK.



Continued...

# Select Filter Value, Cont...

Staff Months	State Classified Salaries AA	Buy-Out AS	Terminal leave AT	TOTAL GROSS PAY	Retirement BB	OASI BA	Medicare BH	Medical Aid & Industrial Insurance	Health Insurance	TOTAL BENEFITS	TOTAL
	\$			\$	\$	\$	\$	\$	\$	\$	\$
0.210	540.33			540.33	33.11	33.15	7.76	4.59	141.39	220.00	760.33
0.120	337.70			337.70	20.70	20.72	4.84	2.85	88.38	137.49	475.19
0.100	270.16			270.16	16.57	16.58	3.88	2.29	70.70	110.02	380.18
0.020	67.54			67.54	4.14	4.15	0.97	0.57	17.68	27.51	95.05
0.030	135.08			135.08	8.28	8.28	1.94	1.14	35.35	54.99	190.07
0.500				4,869.50	298.50	300.39	70.25	14.93	353.50	1,037.57	5,907.07
0.500				2,543.00	155.89	157.66	36.87	14.93	353.50	718.85	3,261.85
0.500	2,125.00			2,125.00	130.26	130.66	30.56	14.23	353.50	659.21	2,784.21
0.500				5,897.88	361.54	363.63	85.04	13.42	353.50	1,177.13	7,075.01
0.500				3,750.00	229.88	231.41	54.12	13.88	353.50	882.79	4,632.79

Result: Selected Key Figures only are displayed in the report results.



If necessary, click any column header and select Back to Start from the Context Menu to return the report results to the original state. See the BW/BI Self-Paced Learning Materials - Report Context Menu for more information on Back to Start.



BW/BI Financial reports were designed to provide the user with flexible reporting options. BW/BI Financial Reports allow the user to Sort data using the Context Menu.

The example below uses the Position Cost report to show how to sort the Employee Characteristic by Name rather than Key.

To Sort the report results by Job Name:

1. In the report results, click on any item in the Employee results to open the Context Menu.
2. Select Sort Employee → Ascending by Text.

Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕
2009		100.00	2009/111
	Back	100.00	2009/111
	Goto	100.00	2009/111
	Filter	100.00	2009/111
	Change Drilldown	100.00	2009/111
	Broadcast and Export	100.00	2009/111
	Save View	100.00	2009/111
	Properties	100.00	2009/111
	Calculations and Translations	100.00	2009/111
	Documents	100.00	2009/102
	Sort Employee		
		Ascending by Text	
		✓ Descending by Text	
		Ascending by Key (Internal)	
		Descending by Key (Internal)	

Results are sorted by the Employees last name in Ascending order

Biennium ↕	Employee ↕	Cap.Utilization Lvl ↕	Agency ↕	Sub-Agency ↕
2009	30000134 Aardvark, David A.	100.00	2009/111	2009/111/0
	30000135 Appletree, Susie Q.	100.00	2009/111	2009/111/0
	30000136 Austrailia, Robert	100.00	2009/111	2009/111/0
	30000137 Buffalo, Cody	100.00	2009/111	2009/111/0
	30000138 Crabapple, Tanya	100.00	2009/111	2009/111/0
	30000139 Donte, Peter	100.00	2009/111	2009/111/0

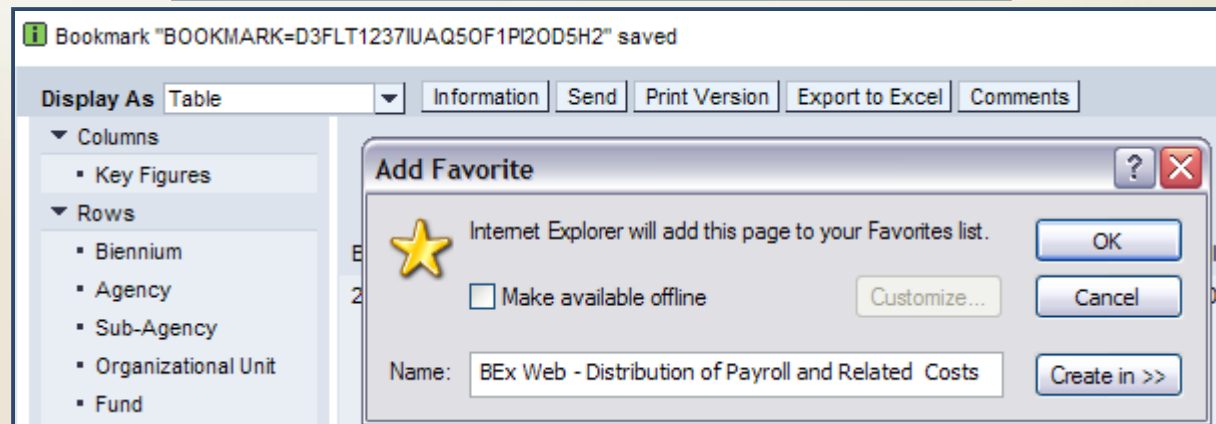
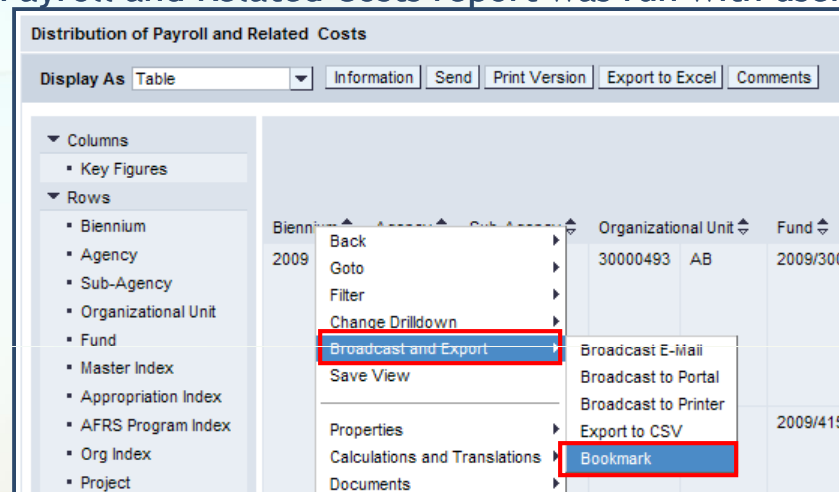
Continued...

The Bookmark context menu item allows the user to save their user-defined report result settings once they have added/removed rows or columns, applied filters, sorted columns or defined any other settings. Bookmarked report results retain the variable values used to run the report.

In the example below, the Distribution of Payroll and Related Costs report was run with user-defined settings.

To create a Bookmark to save report result settings for future use:

1. From the report results, click on any item in the table to open the Context Menu.
2. Select “Broadcast and Export” → “Bookmark”.
3. A Bookmark link is established and the “Add Favorites” box is displayed. Click OK.



Continued...

To run the User-Defined Who Charged Report - Summary bookmarked report:

1. Select the Bookmarked report from the Favorites folder.

**Distribution of Payroll and Related Costs**

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

▼ Columns

- Key Figures

▼ Rows

- Biennium
- Agency
- Sub-Agency
- Organizational Unit
- Fund

Biennium	Agency	Sub-Agency	Organizational Unit	Fund	Master In
2009	2009/102	2009/102/0	30000493	AB	2009/300

**Favorites | Tools | Help**

Add to Favorites...  
Organize Favorites...

Links

- Access Washington
- BID NetWeaver Portal
- BIP Netweaver Portal
- BIQ NetWeaver Portal
- BPO Enterprise Portal 6.0 non-ss0
- BW-BI Expert Online
- Citrix
- DEV - SAP Enterprise Portal 6.0
- BEx Web - Distribution of Payroll and Related Costs**

**Result:** The User-Defined Bookmarked report results are run in the Web Browser with the user's defined settings.

To change the variables of your Bookmarked report, select the "Filter" option from the far right in the report. Select the "Variable Screen" and enter your new variables and click OK.

**Filter Settings**

OASI BA | Medicare BH | Industrial Aid & Insurance BC

\$ | \$

33.15 | 7.76

**Distribution of Payroll and Related Costs**

Display As: Table | Information | Send | Print Version | Export to Excel | Comments

To adjust filter area, drag characteristics from navigation area into filter area

Activity: Show All Values | AFRS Program

Agency: Show All Values | Allocation Code

Payroll Area: Show All Values | Personnel Area

Program: Show All Values | Project

Section: Show All Values | Sub Activity

Sub-Object: Show All Values | Sub-Program

Sub-Source: Show All Values | Sub-Sub-Object

Work Class: Show All Values

Close | **Variable Screen** | Display All Filter Values

**Variable Entry**

Available Variants: Save | Save As... | Delete | Show Variable Personalization

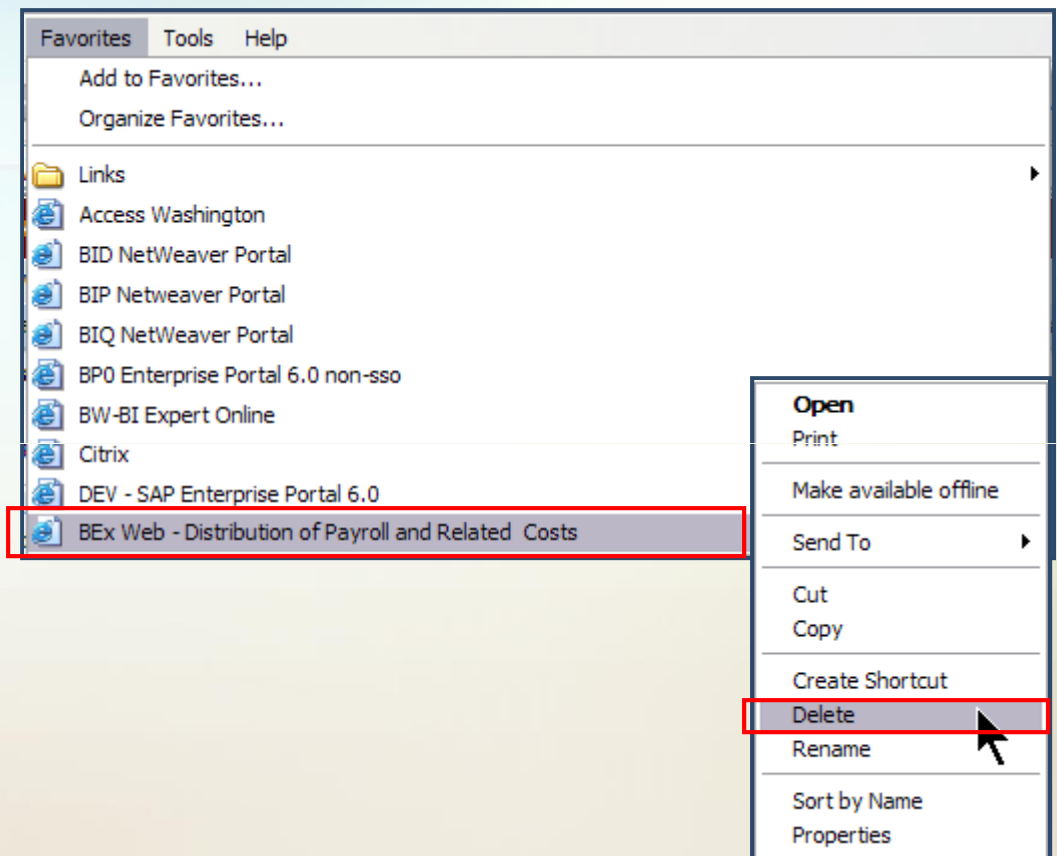
Variable	Current Selection	Description
* Number of Pay Periods	1	1
Appropriation		
Budget Unit		
Personnel Area - Select (Optional)	1110	Dept of Personnel
In Period (yyyyyy)	200810	200810
For Period (yyyyyy)		
Position (Optional)		
* HR as of date (mm/dd/yyyy) [Key Date]	06/04/2008	06/04/2008

**OK** | Check | Cancel

To remove the User-Defined Distribution of Payroll and Related Costs Bookmark from the Favorites folder:

1. From the Web Browser's Favorites list, select the Bookmarked report.
2. Right mouse-click the Bookmark to be removed.
3. Select Delete.

Result: The User-Defined Bookmarked Distribution of Payroll and Related Costs has been removed.

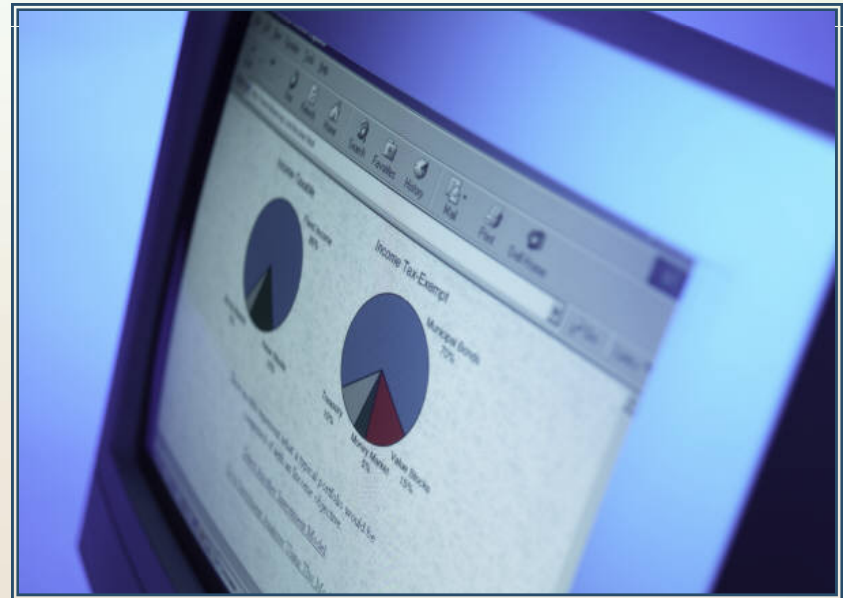


# Using the Goto Command

The Using the Goto Command section provides an overview of the Goto command functionality and includes a list of BW/BI Financial reports with Goto sub reports.

Topics covered in this section include:

- Using the Goto Command



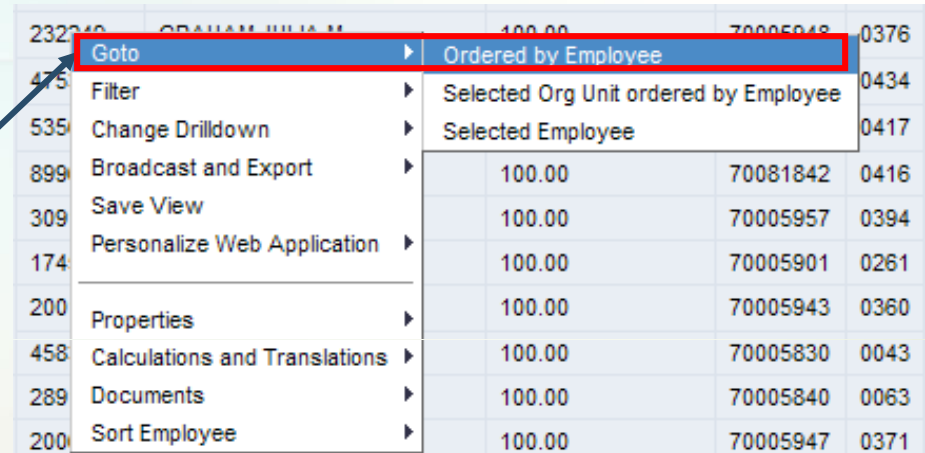
# Using the Goto Command

BW/BI Financial reports were designed to provide the user with flexible reporting options. BW/BI Financial Reports contain sub reports that are accessible from the main report results. The Goto Command allows the user to access sub reports from the context menu.

The example below uses the Distribution of Payroll and Related Costs report to show how to use the Goto command to run a sub report.

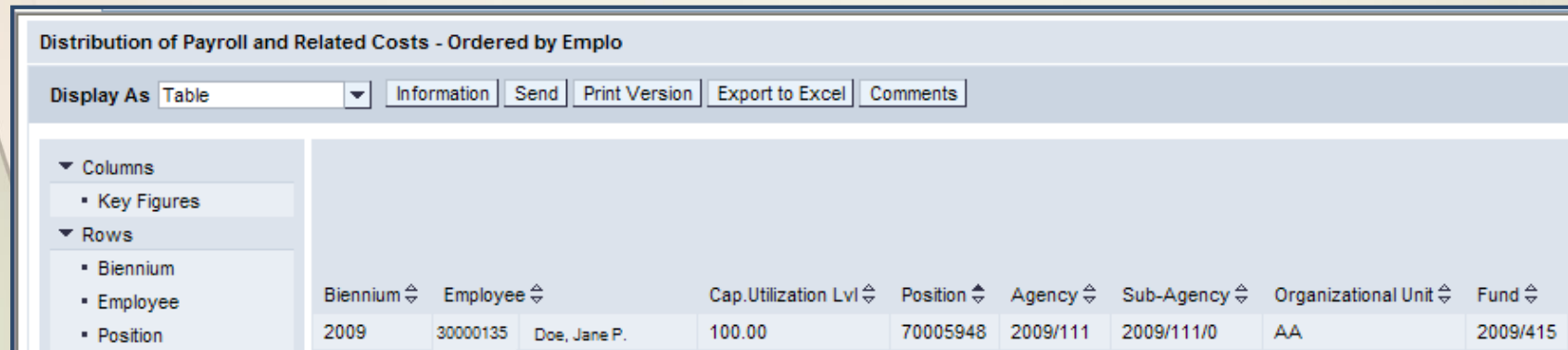
To use the Goto command:

1. From the report results, click any item in the results (in this example, the personnel number was click).
2. Click Goto → Ordered by Employees.



232340	GRAHAM, JULIA M.	100.00	70005948	0376
475	Goto		Ordered by Employee	0434
535	Filter		Selected Org Unit ordered by Employee	0417
899	Change Drilldown		Selected Employee	
309	Broadcast and Export	100.00	70081842	0416
174	Save View	100.00	70005957	0394
200	Personalize Web Application	100.00	70005901	0261
458	Properties	100.00	70005943	0360
289	Calculations and Translations	100.00	70005830	0043
200	Documents	100.00	70005840	0063
	Sort Employee	100.00	70005947	0371

Result: The “Ordered by Employee” sub report results are displayed.



Distribution of Payroll and Related Costs - Ordered by Emplo								
Display As: Table								
Information Send Print Version Export to Excel Comments								
Columns								
Key Figures								
Rows								
Biennium Employee Cap.Utilization Lvl Position Agency Sub-Agency Organizational Unit Fund								
2009	30000135	Doe, Jane P.	100.00	70005948	2009/111	2009/111/0	AA	2009/415

Continued...



# Using the Goto Command, Cont...

The table below contains a list of BW/BI Financial Reports that provide Goto sub reports.

Report Name	Goto Report
Distribution of Payroll and Related Costs Report ZZPY_C51_Q180	<ul style="list-style-type: none"><li>➤ Ordered by Employee</li><li>➤ Selected Org Unit Ordered by Employee</li><li>➤ Selected Employee</li></ul>
Position Cost Report ZZPY_C51_Q450	<ul style="list-style-type: none"><li>➤ Employees Charged to Position</li></ul>
Who Charged Report ZZPY_C51_Q901	<ul style="list-style-type: none"><li>➤ Who Charged Report Detail for selected Organization Index</li><li>➤ Who Charged Report Detail</li></ul>